

Job Description and Person Specification

Job Title	Project Coordinator (Prostate Matters)
Salary	£34,000 per annum (21 hours pro rata)
Contract Term	Funded for 20 months; funded by Macmillan Care Grant
Hours	21 hours per week
Working pattern	Flexible, within core office hours of 9.30 to 5.30pm
Location	Flexible hybrid working pattern. Based in central Edinburgh with some work time expected to be based in Stirling working with the Socialudo team. Travel throughout Scotland is expected with this role.
Reports to	CEO, Prostate Scotland

About Prostate Scotland

At Prostate Scotland, we are dedicated to supporting men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland. Find out more at [Home - Prostate Scotland](#)

About Socialudo

Socialudo is a small social enterprise dedicated to helping organisations and communities achieve positive change through using serious games. Co-founded by Professor Vikki McCall and Professor Alasdair Rutherford, Socialudo specialises in the design, delivery and evaluation of serious games to support learning, reflection and systems change across complex social issues including health, housing and inequality. Socialudo's methodology is research-led and co-produced, and has been independently evaluated by the Social Care Institute for Excellence. Find out more at [Serious Play for Serious Change](#)

Purpose of the Role

The Project Coordinator will manage and work with our partner, Socialudo, to co-deliver our Prostate Matters project which is funded by Macmillan Care Grant. The Prostate Matters project will co-produce, co-develop and deliver an innovative serious game to improve equity, cultural responsiveness and shared decision-making in prostate cancer care. Prostate cancer remains one of the most common yet least understood cancers particularly for men from underserved communities. The creation of the game aims to understand barriers such as stigma, culture, race, place and access to services which means some men delay seeking help and struggle to navigate prostate cancer diagnosis and treatment. The Project Coordinator will work with the Socialudo team to establish an Advisory Group and organise and coordinate a conference and a range of four regional co-production workshops across Scotland. These events will bring together men affected by prostate cancer (including from black and minority ethnic communities and those less likely to engage with testing) to work alongside professionals to shape realistic pathways from information-seeking, diagnosis, treatment choice to post diagnostic support.

Project Coordinator, Prostate Matters
 July 2026

Main Duties and Responsibilities

Project Co-ordination

- Coordinate and manage successful delivery of project activities in line with agreed timelines, budgets and objectives.
- Develop and maintain project plans and workplans.
- Monitor project progress and report this to the Prostate Scotland, Socialudo and Macmillan Grant Officer.

Advisory Group Coordination

- Work with Socialudo to establish and coordinate a project Advisory Group comprising stakeholders including healthcare professionals and men with lived experience of prostate cancer.
- Organise and work with Socialudo, to facilitate meetings, including scheduling, preparing papers, note taking and action tracking.

Stakeholder Engagement and Management

- Build positive relationships with Advisory Group members and other stakeholders involved in the creation of the game, encouraging active participation.
- Ensure the voices of lived experience are central to the development of the project and in decision making.
- Gather feedback from stakeholders to inform game creation and project outcomes and outputs.

Conference and Regional Workshop Delivery

- Plan, organise and deliver a national Conference to launch the game Prostate Matters, celebrating the 21st anniversary of Prostate Scotland.
- Coordinate a series of 4 regional workshops across Scotland.
- Manage invitations, venue bookings, speakers, delegates, logistics, and event communications.
- Work with Socialudo and Prostate Scotland CEO, to develop event programme, briefing materials and evaluation tools.
- Collect and analyse general event feedback.

Development of the Prostate Matters game

- Support the Socialudo team, to co-design and develop a serious game, Prostate Matters.
- Facilitate a conference and 4 co-production workshops across Scotland.
- Liaise with Socialudo to ensure project milestones are achieved, including spending time with the Socialudo team based at the University of Stirling innovation Park

Research and Report Coordination

- Gather external research sources from organisations including Macmillan, Prostate Cancer Research and Prostate Cancer UK, sharing with Socialudo team to inform creation of the Prostate Matters game.
- Work with stakeholders, clinical experts and people with lived experience, to gather evidence, case studies and feedback.
- Collaborate with all external stakeholders to inform the creation of the game, Prostate Matters.
- Support testing and evaluation activities to ensure the resource is accessible, engaging and effective.
- Liaise with Socialudo to ensure project milestones are achieved.

Monitoring, Evaluation and Communications

- Support monitoring and evaluation activities throughout the project lifecycle.
- Collect and report on key performance indicators and outcomes, as agreed with Prostate Scotland and Socialudo.
- Prepare quarterly and six-monthly project reports for Macmillan Care Grant Officer.
- Coordinate and work with the Marketing Coordinators at Prostate Scotland and Socialudo to plan, create and share social media posts promoting the project and all events being organised as part of the project.

General

- Collaborate with the teams at Prostate Scotland and Socialudo, and the Macmillan Care Grant Officer, as required.
- Update website pages related to the Prostate Matters project.
- Attend working groups and internal meetings as required.
- Undertake other reasonable duties as agreed by the project partners.

Person Specification

Essential Criteria

- Excellent stakeholder engagement and management experience
- Confident communicator and presenter, with strong networking and relationship building skills
- An enthusiasm for learning about and using serious games as a method for engagement and advancing cancer diagnostic and treatment pathways
- Effective workshop/conference facilitator delivering in person meetings
- Able to work on own initiative as well as working as part of a team
- Sound professional judgement and ability to act with discretion and empathy
- Experience of working in the 3rd sector, preferably within health or social care in Scotland

Desirable Criteria

- Knowledge of prostate cancer or cancer generally
- Knowledge of men's health and barriers faced by men in accessing healthcare services
- Knowledge of how deprivation, culture, place and race may impact how people access health services
- Experience of supporting people with lived experience of cancer
- Understanding of cancer diagnostics and treatment pathways
- Understanding of co-production and capacity building

Skills and Attributes

- Strong interpersonal and relationship-building skills
- Excellent customer care and communication skills
- Highly organised with strong attention to detail
- Able to manage multiple tasks and support team priorities
- Confident using Microsoft Office, CRM systems and databases
- Good digital communication skills
- Proactive, flexible, and willing to learn
- Willingness to travel across Scotland which may involve occasional out of normal office hours working patterns
- You should have a full driving licence and access to your own car for business use.

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment. Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Funded by

